

VIRGINIA MANUFACTURED HOUSING BOARD
APPLICATION FOR LICENSURE
MANUFACTURING PLANT

1. Type of application () initial () renewal
2. Full name of business:
3. Phone Number at this plant: ()
4. Mailing address (include street and/or P.O. Box)
5. Full physical address of plant:
6. Name and title of individual designated as "In Charge":
7. Name of individual applying:
8. Federal Identification Number (F.I.N.):
9. State in which plant is incorporated:
10. Business hours as posted at business office:
11. Name of models currently being manufactured at this plant:
12. List below all owners, officers and/or partners including their titles and mailing address.
13. List any previous license numbers issued by the Virginia Manufactured Housing Board that you have held in Virginia in the last five years. (Include any licenses issued by the Department of Motor Vehicles.)
14. List the name and license numbers for any other manufacturing plants owned and /or operated by your company that are currently licensed by the Virginia Manufactured Housing Board.
15.

 List the

 name and license numbers for all dealers in Virginia you are currently doing business with. (You may attach a separate sheet, if necessary.)

16. List full names of all employed salespersons along with a full physical description including date of birth, sex, height, weight, hair color and eye color. (You may attach a separate sheet, if necessary.)
17. Read each question below and check the appropriate response. If you answer "yes" to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates and court jurisdictions; copy of probation papers/release.
- A. Have you ever been refused a license to sell manufactured homes or had a license suspended or revoked?
Yes _____ No
- B. Have you ever been convicted of a felony?
Yes _____ No
- C. Have you ever been convicted of any fraudulent or criminal act in connection with the business of selling manufactured homes?
Yes _____ No
- D. Have you ever been convicted of larceny OR receipt or sale of stolen property?
Yes _____ No
- E. Have you ever been affiliated with, held an interest in; or operated a company that went bankrupt?
Yes _____ No

QUESTION 18.

Please include a current copy of your financial statement. This does not have to be an audited copy. The financial statement may consist of a balance sheet.

STATEMENT OF COMPLIANCE

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry, and that I am in compliance with all such laws and regulations, and that the answers contained in the foregoing application are true and correct and that I have the authority to sign this application and answer the questions contained therein.

Name of Business

Signature of Applicant

YOU MUST INCLUDE ALONG WITH YOUR APPLICATION, A FULL COPY OF YOUR SALES AGREEMENTS WITH VIRGINIA DEALERS, AS WELL AS A COPY OF YOUR HOMEOWNER/INSTALLATION MANUAL. YOUR CHECK SHOULD BE MADE PAYMENT TO THE "TREASURER OF VIRGINIA"). "SEE LETTER OF INSTRUCTION FOR APPLICABLE FEES". YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THESE MATERIALS.

MEMORANDUM

To: All Interested Parties

From: Curtis L. McIver

Date: February 4, 2000

Subject: Instructions for completing the Manufacturer's Application.

Pursuant to §36-85.18 of the Code of Virginia, the Manufactured housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below, you will find detailed instructions on how to properly complete the necessary application to become a licensed manufacturer. Should you have any questions or comments, you may contact either me or Constance R. Moore at (804) 371-7060.

QUESTION 1.

The type of application will be either an initial/first time issue or a renewal license for which you would have received a renewal notice. In the case of a renewal, a completed application form must be submitted along with your renewal notice.

QUESTIONS 2, 3, 4, & 5.

Information on the business should be for the manufacturing plant that is actually becoming licensed. Each manufacturer is required to have a separate license for each plant that it operates. All information should pertain to that particular manufacturing plant or location.

QUESTION 6.

Name and title of individual designated "In Charge" would be the one person who is responsible for the daily operation of the manufacturing plant and its employees.

QUESTION 7.

Name of individual applying is the name of the person physically completing the application that we can contact with questions, etc.

QUESTION 8.

Your Federal Identification Number is a nine (9) digit number assigned to you by the federal government for taxation purposes.

QUESTIONS 9, 10 and 11.

State in which incorporated is the state to which you applied for and obtained incorporation. Business hours should reflect the hours you have posted at the site. Models being manufactured should include a complete list of any type of unit you produce in that manufacturing plant.

QUESTION 12.

All owners, officers, partners, etc. should be listed by their full names, titles and complete mailing address, including street and or post office box. This information will be retained in your file and should be updated as necessary.

QUESTION 13.

At this point, we want you to list ANY licenses you have held in Virginia in the last five (5) years. All license numbers should be listed. If your previous license was issued through the Department of Motor Vehicles, please indicate this as well.

QUESTION 14.

Please list any other manufacturing plants or locations owned by the same company or corporation and currently licensed or to be licensed by the Manufactured Housing Board.

QUESTION 15.

Please list the name and license numbers for each and every dealer you are currently doing business with. This will include any dealer you have a contract with, have shipped a home to or have plans to ship a home to. You should attach a separate sheet, if necessary.

QUESTION 16.

List the full names of all employed salespeople along with FULL physical description. This includes date of birth, sex, height, weight, hair and eye color. You should attach a separate sheet, if necessary.

QUESTION 17.

Read each question and check the appropriate response. If you answer "yes" to any of the questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates, and court jurisdictions, copy of probation papers/release.

QUESTION 18.

Please include a current copy of your financial statement. This does not have to be an audited copy. The financial statement may consist of a balance sheet.

Finally, you need to complete the questions concerning convictions and sign the "Statement of Compliance".

Along with your completed application, you must send a copy of your sales agreements with the Virginia dealers, a copy of your homeowner/installation manual and a check or money order made payable to the "Treasurer of Virginia". Your check or money order must include your license fee and your transaction recovery fund assessment. The initial license fee is \$600.00 per separate manufacturing facility. The transaction recovery fund assessment is \$4,000.00 for each separate manufacturing facility, payable in one installation or \$4,000.00 payable at \$2,200.00 per year with the second payable due one year after initial licensure. Annual license renewal is \$500.00 per separate manufacturing facility.

EFFECTIVE JANUARY 1, 1996, ALL "SALES REPRESENTATIVES" ARE REQUIRED TO BE LICENSED AS A SALESPERSON. PLEASE BE SURE THAT YOUR SALES REPRESENTATIVES ARE LICENSED.